

CITY OF BEAVERTON

Electrical Inspector Lead

General Summary

Inspect residential and commercial buildings for compliance with all electrical codes, ordinances, standards, rules and regulations. Check design, construction and quality of materials and location of electrical systems. Review residential, commercial and industrial electrical plans and specifications. Serve as lead to Electrical Inspectors and as the City's Chief Electrical Inspector.

Key Distinguishing Duties

Serve as Lead Worker to the section including daily planning and work assignments of crews; conducting performance discussions; and developing performance appraisals for assigned employees.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as a member of the Building Inspection section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports.
2. Assign, schedule and review staff work including electrical plan review. Provide coaching to employees and provide input into performance evaluations. Participate in the selection process.
3. Inspect and regulate installations of electrical systems in residential, commercial and industrial buildings. Check the design, construction and location of systems for compliance with state and municipal electrical regulations. Read and interpret construction plans in conjunction with actual construction. Interpret product listings and installation requirements. Interpret and apply electrical statutes to the inspection. Consult and advise builders of electrical code requirements needed to pass inspection.
4. Meet with staff, general contractors, subcontractors, architects, engineers, and other customers to explain code requirements and resolve conflicts and problems. Answer technical questions from the public regarding City, State and applicable local requirements of the electrical codes. Coordinate with other divisions and governmental agencies on final project acceptance.
5. Write inspection reports. Keep accurate inspection records. Enter inspection results into computer system. File inspection records and plans. Track inspections, stop work orders and expired permits. Calculate permit fees and explain fees as required.

6. Conduct plan review of multi-family residential, commercial and industrial buildings for compliance with electrical ordinances and codes. Approve electrical portion of plans.
7. Investigate code compliance issues as directed by supervisor.
8. Perform duties of lower level classifications.
9. Assist in the preparation and monitoring of the section budget.
10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the building section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices related to electrical inspection.
- ◆ Expert knowledge of practices, principles, methods and techniques used in electrical plan review and electrical inspections.
- ◆ Expert knowledge of the state and local standards, codes, ordinances, laws, and regulations governing electrical inspection for single and multiple family dwellings and commercial and industrial buildings.
- ◆ Advanced knowledge of methods and materials used in the electrical trade, including methods and instruments used to install and test electrical systems.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to electrical design, plan review, construction and inspection.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources management practices.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use equipment including engineer and architect scale and related tools to complete inspections and plan reviews.
- ◆ Advanced ability to read blueprints and plan specifications.
- ◆ Strong ability to maintain accurate records.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and cost estimations.
- ◆ Ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Ability to effectively lead staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 3 years experience as an electrical inspector including some experience in a lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ State of Oregon general supervising electrician license.
- ◆ State of Oregon A-level Electrical Inspector certification required.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.

Working Conditions

Daily standing for prolonged periods; daily focus on computer screen; daily precise control of fingers and hand movements; weekly dealing with distraught or difficult individuals; weekly crouching, crawling, bending, kneeling, climbing and balancing for inspections; daily wearing of protective gear; weekly exposure to high-voltage electricity; weekly exposure to high noise levels at construction sites; weekly exposure to equipment with cutting or crushing potential; weekly work outdoors in inclement weather; occasional lifting of ladders and technical equipment; daily operation of motor vehicle on public roads; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: New

Created: 7/98

New class specification title 1/98: Electrical Inspector Lead

Revised: 3/03: Electrical Plans Examination added to Essential Functions.

Revised: 11/04

Revised: 4/08

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date